

**FEDERAL MEDIATION AND CONCILIATION SERVICE
LABOR-MANAGEMENT GRANTS PROGRAM
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**FINANCIAL AND ADMINISTRATIVE
GRANTS MANUAL**



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**FEDERAL MEDIATION AND CONCILIATION SERVICE
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CHAPTER I.

INTRODUCTION

1. **Purpose and Arrangement of the Manual.** *This manual has been prepared to help FMCS applicants and recipients to obtain without undue difficulty and then maintain with relative ease an FMCS labor management committee grant. The manual is arranged in a chronological sequence of administrative and managerial activity, from the time you decide to apply for FMCS funds until the day you receive notice from us that all your grant obligations have been met. You will find in Chapter 1 through Chapter IV applicant procedures and instructions for applying for an FMCS grant. A glossary of terms used in the grants process and which are not defined when they first appear in the manual is included in the manual as Appendix 1.*
2. **FMCS-Grantee Relationships** *are partnerships, with the grantee providing the effort and experience and FMCS the funds to carry out approved activities under established policies and guidelines. You are encouraged to direct to FMCS any questions you may have about the regulations and policies contained in this manual. We also welcome all constructive suggestions for improvement in the manual's content and format.*
3. **Federal Grant Regulations.** *Because the Federal Government supports a vast number of financial assistance programs, regulatory consistency among the various programs is necessary. Thus you will find, as you progress through the FMCS grant process as laid out in this manual, references to several documents which govern Federal grants programs and projects including that of FMCS.*
 - a. **Statutory Authority.** *For FMCS applicants and grantees, first among these documents is the Labor-Management Cooperation Act of 1978, which is a part of Public Law 95-524. The Act establishes our purpose and amends the Labor-Management Relations Act of 1947 to authorize and direct FMCS to provide financial assistance for the establishment and operation of labor-management committees.*
 - b. **Congressional Appropriation.** *Second is our annual Appropriations Act. It establishes the amount of Federal funds which are available for FMCS grant during the particular year which runs from October 1 through September 30.*

- c. Federal Circulars. Third are the Federal Circulars issued by the Office of Management and Budget. These circulars establish and spell out the administrative and cost allowability requirements governing all Federal agencies and departments and their clients who engage in grant activity.
- (1) Administrative Circulars. There are two: OMB Circular A-102 and OMB Circular A-110. They pertain respectively to requirements for grants-in-aid to state and local governments and for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations. A-110 has been revised and applicable changes in its requirements have been incorporated in this manual.
 - (2) Cost Allowability Circulars are three in number. OMB Circular A-21 establishes cost principles for educational institutions which engage in Federal grant activity; OMB Circular A-87 establishes the Federal grant cost principles which apply to state and local governments; OMB Circular A-122 establishes similar principles for non-profit organizations.
 - (3) Other OMB Circulars affecting FMCS applicants and grantees include:
 - (a) OMB Circular A-129, which requires that FMCS screen its prospective non-governmental grantees to determine the extent and status of financial dealings between the Federal government and the prospective grantee. Said screening consists of agency comparison and verification of information presented in a grant application to credit reports obtained by FMCS through contracts negotiated by the General Service Administration of the United States government. Financially established, first-time non-governmental potential FMCS grantees are subject to the requirements of OMB Circular A-129.
 - (b) OMB Circular A-133, which establishes audit requirements in accordance with Government Auditing Standards for State and local government, institutions of higher education and other non-profit institutions/organizations receiving at least \$300,000 in a fiscal year from Federal funds.

- (4) Other Federal Regulations which apply to the FMCS grants program and which are incorporated in this manual are the Federal Register in which are published the various policies and regulations for FMCS's particular grants program and projects; U.S. Treasury circulars which establish methods for Federal payments on grant obligations; and the Code of Federal Regulations: Titles 29 and 41, which address the rules of conduct within which FMCS as a grantor agency must work.
- (a) Of particular note among these miscellaneous regulations is the 1986 Executive Order #12549 which prohibits Federal grantees, their employees, their contractors, their sub-contractors, and their other agents from using grant funds to purchase any direct goods or services from individuals or groups appearing on the Federal government's debarment and suspension roster. The prohibition applies not only to the letting of a \$50,000 EAP contract but also to the purchase at the grantee's local stationer of #2 pencils for grant administrative purposes. At a grant's outset, FMCS provides each of its grantees with a U.S. General Services Administration (GSA) List of Parties Excluded from Federal Nonprocurement Programs. Each grantee is expected to ensure that its employees, contractors, and subcontractors who are paid in whole in part under the grant or who are responsible for the obligation or expenditure of grant funds, neither appear on the List nor utilize grant project funds in grant project related business with listed individuals and organizations. The List is periodically revised by GSA; and FMCS is responsible for making the revisions available to its grantees within two weeks after the revisions are made available to FMCS by GSA. Grantee failure to observe the List's strictures may result in grant termination for cause (See Chapter VII of this Manual).
- (b) Also of note is the Drug-Free Workplace Act of 1988 which requires Federal grantees to maintain a drug-free workplace. FMCS will make no grant to any otherwise successful applicant until it has received from the applicant a signed copy of FMCS's drug-free workplace certification document. (See Appendix 5)

- (c) Finally, "The Metric Conversion Act of 1975, as amended by the Omnibus Trade and Competitiveness- Act of 1988 (P.L. 100-148) states a policy preference for the use of the metric system of measurement except where use is impractical or likely to cause significant ineffectiveness in the accomplishments of Federally funded activities."

4. **Cautionary Provisions, Admonitions, and Prohibitions.** In addition to its references to Federal circulars and other documents, this manual also contains numerous admonitions on grantee responsibility and numerous prohibitions. The broad nature of all Federal grants programs is such that this must be so to guarantee that the taxpayer from whom the grant funds come, the grantee and its clients, and the grantor receive fair and equal treatment and protection for their investment.

a. **Conflict of Interest.** The first cautionary provision covers conflicts of interest.

- (1) **Advice.** No official or employee of a state or unit of local government or of non-government grantees and subrecipients may participate personally through (a) decision, (b) approval, (c) disapproval, (d) recommendation, (e) the rendering of advice (f) investigation, or (g) otherwise, in any (a) proceeding, (b) application, (c) request for a ruling or other determination, (d) contract, (e) grant, (f) cooperative agreement, (g) claim, (h) controversy, or (i) other particular matters in which grant funds are used, where to his/her knowledge he/she or (a) his/her immediate family, (b) his/her partners, (c) an organization other than a public agency in which he/she is serving as officer, director, trustee, partner, or employee, (d) or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest.
- (2) **Appearance.** In the use of Federal grant funds, officials or employees of state or local units of government and non-governmental grantees and subrecipients must avoid any action which might result in, or create the appearance of using his or her official position for private gain, (b) giving preferential treatment to any person, (c) losing complete independence or impartiality, (d) making an official decision outside official channels, or (e) affecting adversely the confidence of the public in the integrity of the Government or the program.

b. Admonitions of responsibility, not covered elsewhere in this manual and which applies to any FMCS grant applicant once it accepts an FMCS award, are that:

- (1) The grantee must administer the grant award in accordance with the governing FMCS regulations, policies, terms, and conditions in effect at the time of award. The grantee must also abide by any subsequent laws, Executive Orders, or relevant regulatory material issued during the life of the grant. The grantee may establish additional policies not covered by, nor contradictory to, FMCS policy.
- (2) The grantee is responsible for fiscal, administrative, and program management as well as the fulfillment of all special conditions which may be prescribed for the conduct of the project.
- (3) The grantee must comply completely with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which provides in substance that no person in the United States shall on the ground of race, creed, color, national origin, sex, political affiliation or beliefs be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the grantee received Federal financial assistance.

c. Two Prohibitions, not covered elsewhere in this manual are that:

- (1) The grantee may not, in whole or in part, delegate or transfer responsibility for the management of the grant, or stewardship and control of grant funds, to any other organization, institution, or entity, except as authorized in writing by FMCS.
- (2) The grantee may not represent himself or the grantee organization or its affiliates or delegates as the Federal Government agency providing the financial support for the project activity.

5. **Deviations.** Should you as an FMCS applicant or grantee determine that a requirement or requirements in this manual should not or cannot be applied to your particular grant project, you must submit to FMCS your written request for a deviation. The request must specify the pertinent requirements, your reasons why they are inappropriate to your circumstances, and any provisions or requirements you wish to substitute. No grantee may implement a proposed deviation until it receives from FMCS written authorization to do so.

6. **Freedom of Information.** Applicants for FMCS Labor-Management Cooperation Program grants should be aware that, under the Freedom of Information Act (U.S.C. 552), all information contained in an application is available to members of the general public upon written request.
7. **Application Denials.** If an application is found to be acceptable for funding, but sufficient funds are not available to support it, the applicant will be sent a letter to that effect before October 30 of the year in which the application was made.
8. **Application Rejections and Appeals.** The authority to reject applications rests with the director of the labor-management grants programs. Unsuccessful applicants for FMCS labor-management cooperation program grants may appeal their rejection. However, the judgment (i.e., good sense) of a grant review board and/or the program director is not subject to challenge.
 - a. Applicants will be formally notified of rejection by a letter from the program director before October 30 of the year in which the application was made. The letter will identify the specific administrative or programmatic deficiencies on which the rejection is based.
 - b. Before entering the official appeal process, rejected applicants may contact the program director and informally request added explanation or clarification regarding reasons for rejection. The director will provide such information to the extent possible and within five working days of the request.
 - c. If unsatisfied with the results of an informal appeal, the applicant may demand via written request to the Director, Federal Mediation and Conciliation Service, that a compliance investigation be conducted to determine whether all review procedures for its application were followed in an appropriate manner. Such written requests must be submitted to the director, FMCS, within 30 calendar days of the date of the application rejection letter. The investigation must be completed within 15 calendar days of FMCS receipt of the request.
 - d. If unsatisfied with the results of the compliance investigation, the applicant may request a formal hearing on the matter by a mutually-agreed-upon Hearing Examiner. A written request for such hearing must be submitted to the Director, Federal Mediation and Conciliation Service, no later than 30 calendar days following applicant notification of the compliance

investigation's outcome. The request must identify in detail which specific procedures or other actions are being challenged. The hearing will be conducted in Washington, DC. The costs of the hearing (space rental, hearing examiner, etc.) shall be borne by FMCS. Applicant costs such as salary compensation, travel to Washington, DC, living expenses while in the city, and legal counsel, shall be borne by the applicant.

CHAPTER II

GRANT APPLICATIONS

1. **General.** *FMCS grants may be awarded to labor-management committees or to other organizations or governmental units with demonstrated interest in the furtherance of labor-management communications and which meet Act and Program Announcement requirements. Applications from labor-management committees must be signed by the chairperson(s) and endorsed by authorized representatives of both labor and management.*
2. **Applications for FMCS Funds** *are entertained by the FMCS only for those kinds of projects described in FMCS Program Announcements. These Announcements are published periodically in the Federal Register and are distributed upon request to all interested parties. Applications for grant funds must be submitted to FMCS on the Federal Assistance Application for Non-Construction Programs form, (Standard Form 424), a copy of which is located in Appendix 4 to this manual. These forms, as well as an entire application kit, are obtainable from the FMCS national office; or the copy of the form in Appendix 4 may be duplicated. Forms are also available electronically on www.fmcs.gov.*
3. **Application Preparation.**
 - a. **General.** *Follow the applicant procedures and instructions laid out in the application form and the current Program Announcement. An example of completed application forms is contained in Appendix 3. The individual listed as the contact person in Item 5 on the application form will be the only person with whom FMCS will communicate during the application review process.*
 - b. **Budget Information.** *A completed example of a Budget Information page and an accompanying budget narrative are included in Appendix 3 to this manual. In determining what anticipated project costs will comprise a reasonable budget acceptable to FMCS, refer to Chapter III, Grant Costs. Also, keep in mind that the budget you are preparing, if and as approved, will be the budget document against which your financial management of the grant will be*

compared and for purposes of audit. Unless you are specifically instructed to the contrary, assume that your application pertains to "a single Federal grant program which does not require a financial or activity breakdown." Thus, only totals need ordinarily be shown in Sections A and B of this part of the application. Sections C, D, and E need not be completed when applying for an FMCS grant.

c. Special FMCS Requirements for Application Budget Narratives. The FMCS Program Announcement provides for the attachment to each grant application of a separate page or pages which detail within each of the several Federal object class categories listed in Budget Information Section B, the project's proposed individual budget line items and their estimated cost. The need for all line items, if not self-evident, must be ascertainable within the application's program narrative. A budget narrative sample is included in Appendix 3 to this manual. However, the \$ amounts listed for various line items in the Appendix (i.e., executive director @ \$2,500/month) are only examples. They are not intended as suggestions or allowed maximums or proven minimums. Costs requested should be reasonable, allowable, and acceptable in keeping with the applicant's local standards and those in this manual's Chapter III.

- (1) Personnel. List each project position by job title. Show annual salary rate and percentage of time to be devoted to the project by each employee, and the total salary cost for each, if for more than 12 months. Indicate the estimated amount of project funds to be utilized for each employee's salary. Neither Federal nor matching funds may be used to support personnel positions currently in existence.
- (2) Fringe Benefits. Indicate each type of benefit included in your computation and also salary percentages or amounts per employee, as applicable.
- (3) Travel. Itemize anticipated expenses by purpose (i.e., staff field work, training, meetings, etc.) and by numbers of travelers, by transportation costs and by subsistence rates. Differentiate between in-state and out-of-state travel. Show out-of-state destinations, if they are known. If they are not known, provide

narrative justification for out-of-state estimates. Show all computation bases (i.e., six people to a 3-day meeting with \$100 plane fare and a \$50/day per diem or lodging and subsistence rate). Consult such references as the Official Airline Guide and current year city tourist guidebooks to obtain travel and lodging rate information. All applications should budget for two 3-day round trips to Washington, D.C. (for grantee orientation and for another visit to FMCS or its National Conference.)

- (4) Equipment. *Indicate equipment to be purchased by type, number of pieces, unit price and total price (e.g., 3 office desk chairs at \$100: \$300). See Chapter V, Sections B and C, of this manual for procurement and property management regulations.*
- (5) Supplies. *Include consumable office supplies and training materials, forms; also postage. List items by type and provide estimated unit or monthly cost. A reasonable maximum dollar amount per person per month for consumable office supplies is \$10.*
- (6) Contractual. *Include all contracts for individuals or services which are not specifically mentioned elsewhere in these instructions. State the proposed procurement method (small purchase, formal bid, negotiation, sole source). For individual consultants show name or type, proposed daily fee and amount of time to be devoted to the project. For organization contracts (professional associations, educational institutions, etc.), describe the type of service to be performed and the estimated contract cost. See Chapter V, Section B, of this manual for more information on procurement.*
- (7) Other. *Include here any items of direct cost not covered in the other object class categories: space and equipment rentals, printing and photo copying, communications other than postage, equipment and building maintenance if they are contracted items, security services, audit, etc. List items by major type and by estimated unit price (i.e., square footage, number of phones, long distance vs. local call charges, number of copies to be printed, etc.).*
- (8) Indirect Cost. *FMCS does not honor requests for indirect costs or overhead.*

- (9) **Project Income.** Project income is money earned by a project, either intentionally (participant/attendee registration fees for a project-funded conference) or unintentionally (interest on project funds deposited in a NOW account). Project income is money above and beyond the Federal or the grantee cash share of the project cost. Project income may not be used as match. If income generated by a proposed project-funded activity is to be used as a source of project financial support during the life of the grant, indicate the anticipated amount on line 7.
- (10) **About Grantee Contributions (Match).** Consult the applicable Program Announcement for current requirements regarding minimum grantee contributions. Assume that the cost of every line item in the budget is to be shared by FMCS and the grantee at a ratio which is the same as that of the project's overall required cash sharing ratio. Indicate in the budget narrative the source (budget allocation, public appropriation, private contribution, dues, etc.,) of the grantee share of the project costs. FMCS does not allow in-kind contributions as part of grantee match in the budget. Remember that match is calculated on total project cost, NOT on Federal dollars requested.
- d. **Assurances (Application pages 7 and 8).** An application submission to the FMCS is not complete unless these assurances are included in it, and no award can be made without their inclusion.
- e. **Program Narrative.** To comply with FMCS program requirements, see the accompanying Program Announcement.
4. **Application Submission.** The original signed and labeled (Original) application and three copies should be submitted to the FMCS, Office of Labor-Management Grant Programs. Submissions must be postmarked no later than midnight of the closing date specified in the applicable Program Announcement. Applications submitted or postmarked after closing dates will not be considered for funding.
5. **Financial Capability Questionnaire.** As a part of post-application, pre-award negotiations, an applicant for FMCS initial funding may be requested by FMCS to complete a financial capability questionnaire, which is a survey of the applicant's current accounting system and financial status. If so requested, the applicant must fill out the form, have it certified by an independent accountant, and submit it to FMCS. (See Appendix 6)
6. **Drug-Free Workplace Certification.** See Chapter I, Paragraph 3c(4)(b).

CHAPTER III.

GRANT COSTS

1. **Allowable Direct Project Costs** are those specified in the Program Announcement, this manual, in OMB Circulars A-21, A-87, and A-122, in other appropriate circulars that may be issued, or as specified in cost principle policies current at the time of grant award and reflected in a grant's Notice of Award. The cost of a grant project is comprised of its allowable direct costs less program income or other applicable credits.
2. **Certain General Cost Allowability Provisions** always apply to grants and must always be kept in mind. They comprise the framework within which specific cost allowability provisions lie.
 - a. The cost of a particular item must be reasonable;
 - b. Each cost item must contribute to the purpose and execution of the grant project;
 - c. Each cost item must be allowable under the grantee's own laws, regulations and policies;
 - d. Each cost item must be treated consistently by the grantee within both its grant and its non-grant activities; and
 - e. The grantee's own cost allowability provisions are to be utilized by the grantee in determining allowable grant costs, except where such provisions do not exist or where Federal provisions are more strict. In the case of such exceptions, Federal provisions apply.
3. **Allowable and Unallowable Grant Items of Cost**
 - a. In this section is a selected list of allowable and unallowable cost items. The omission from the list of a particular cost item does not imply the allowability or unallowability of that item. The items on the list are only those which grant applicants and administrators most ordinarily consider for possible expenditures of funds in the conduct of a grant supported project.

- b. *Costs requiring FMCS prior approval are designated as such in the list. Where an item of cost so designated is specified as a cost item in the budget narrative of an application, FMCS approval of the budget and subsequent award of Federal funds constitute approval of that cost.*
- c. *Prior approval of cost items which do not appear in the application budget is to be requested from FMCS by the grantee in writing. Grantees should not consider their requests as having been approved until they receive written notification from FMCS.*
- d. *When purchasing or planning to purchase goods or services with grant funds, grantees must keep in mind the provisions of Executive Order #12549. See Chapter I of this manual, paragraph 3.c.(4).*
- e. *Questions regarding cost items not covered by the following list, or by this manual generally, are to be directed to FMCS.*
- f. *Selected List of Allowable and Unallowable Costs.*
 - (1) *Accounting.* *Allowable.*
 - (2) *Advertising.* *Allowable for personnel recruitment and the procurement of goods and services for the execution and performance of a grant project and for other purposes specifically provided for in the approved budget. Applies to newspapers, magazines, radio, television, direct mailing, etc.*
 - (3) *Auditing.* *Allowable, if required.*
 - (4) *Bad Debts.* *Unallowable. Includes actual and estimated losses arising from uncollectible accounts and other claims, and related collection and legal costs.*
 - (5) *Bonding.* *Allowable when required by the grantee for employees handling grant funds.*
 - (6) *Bonuses.* *Unallowable, but see Incentive Compensation, under Personnel in this list of costs.*

- (7) Conferences. Allowable for costs associated with meetings and conferences, and includes cost of renting facilities and speakers' fees. Under FMCS policy, grant funds will not be used for food other than non-alcoholic beverages served at mid-morning and mid-afternoon breaks. Also see Entertainment and Honoraria, in this list of costs.
- (8) Consultant Services. Allowable. See Chapter V, Section B, for details.
- (9) Contingency Funds. Unallowable. Applies to any provision made for events the occurrence of which cannot be told with certainty as to time, intensity, or with an assurance of their happening. But also see Insurance; and under Personnel, see pensions and severance pay.
- (10) Depreciation. Allowable pursuant to terms of grant award.
- (11) Donations and Contributions (by the grantee to others). Unallowable.
- (12) Donations and Contributions (to the grantee by others). Allowable for purposes of match that may be required in the applicable FMCS Program Announcement or offered voluntarily by the applicant or grantee. The donation must be cash. All donations and contributions must be necessary and reasonable for accomplishment of project objectives and must be identifiable from grantee records.
- (13) Dues. Allowable for a grantee's organizational or institutional membership in a professional organization. Membership fees for individuals are unallowable.
- (14) Entertainment. Unallowable. Applies to amusements, social activities, business luncheons, office coffee breaks, etc. However, cost of coffee and other non-alcoholic beverages are allowable pursuant to terms of award when incurred as a conference or meeting cost when part of the approved budget.

- (15) Equipment. Allowable with FMCS prior approval.
- (16) Fines and Penalties. Unallowable.
- (17) Food. **Unacceptable** in FMCS grant projects.
- (18) Fund Raising. Unallowable.
- (19) Honoraria. Unallowable. Applies to payments and rewards the intent of which is to confer distinction upon or to symbolize respect, esteem or admiration for the recipient. Excludes compensation for documented services rendered.
- (20) Indirect Costs. Unallowable in FMCS grant projects.
- (21) Insurance and Indemnification. Allowable pursuant to terms of award.
- (22) Interest on Loans. Unallowable.
- (23) Labor Relations. Allowable.
- (24) Lobbying. Unallowable. Applies to publicity or propaganda designed to support or defeat legislation pending before legislative bodies; also to any direct or indirect personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of Congress to favor or oppose by vote or otherwise any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; also to payment for a publicity expert. Excludes activities such as testimony before legislative bodies reviewing statutory reform or the effectiveness of grant programs.
- (25) Losses on Other Grant Awards. Unallowable.
- (26) Meetings. Allowable. But also see Conferences, Entertainment, and Food in this list of costs.

- (27) Personnel. Unallowable for salary and wages of Federal employees, for reimbursement of an organization or an individual for personnel services by an individual in excess of that individual's official salary; for an increase in an individual's salary beyond the amount regularly set under the grantee's established policies; for payment of any portion of that share of a salary in excess of current Federal maximums; for existing staff; for personnel services that would otherwise be unallowable elsewhere in this list of costs or under other paragraphs and subparagraphs in this manual.
- (a) Cost of Living and Merit Increases. Allowable to the extent that such payments are made under formally established and consistently applied grantee organization policies, and are uniformly charged as a cost on an actual rather than an estimated basis.
- (b) Incentive Compensation; Pensions Severance Pay. Allowable pursuant to organization/employee prior established agreements or to established and consistent organization plans.
- (c) Overtime. Allowable pursuant to terms of award and to organization/employee prior established and consistent organization plans.
- (28) Pre-Award Costs. Allowable only with FMCS prior written approval. Applies only to costs incurred which are necessary to comply with a non-negotiable project performance delivery schedule and only to the extent that such costs would have been allowable had they been incurred after the beginning date of the grant budget period.
- (29) Publications. Allowable for both purchase and development. However, all publication development including that for videos, brochures, newsletters, and program announcements, which is financed in whole or in part with project funds must acknowledge FMCS involvement by including in the publication the sentence: "This document was financed in whole or in part by a \$ ____ grant from the Federal Mediation and Conciliation Service."
- (30) Public Information. Allowable. But also see Lobbying in this list of costs.

- (31) Rearrangement, Alteration, Renovation. Allowable with FMCS prior approval.
- (32) Rentals. Unallowable for privately owned and publicly owned equipment, space or buildings, the purchase or construction of which having been financed by the Federal Government.
- (33) Recruitment Costs. Allowable pursuant to terms of award.
- (34) Taxes. Unallowable for taxes from which exemptions are available to the grantee directly; for taxes on which exemptions have been afforded the Government and where exemption certificates are available; for special assessments representing capital improvements on land; for Federal income tax; for excise taxes on accumulated deficiencies and other penalties imposed under the Employee Retirement Income Security Act.
- (35) Training. Allowable for project-related activities in setting up or maintaining a labor-management committee. Unallowable for general job-training or re-training of plant or community workforces.
- (36) Travel. Allowable. Applies to costs directly attributable to specific work under a grant; to costs charged on an actual or on a per diem and mileage basis, or a reasonable combination of the two. First class air accommodations and travel outside of Canada and the United States and its territories and possessions are allowable only if and after FMCS approval is obtained.

CHAPTER IV.

GRANT AND ADJUSTMENTS TO GRANTS

This chapter identifies the several documents which make up the official record of an FMCS grant, discusses their relevance, and describes the circumstances under which they are used. Grants to support projects under the Labor Management Cooperation Act of 1978 are made on a budget period basis which is subject to an annual appropriation of funds by Congress.

SECTION A.

GRANT DOCUMENTS AND TYPES

1. **Notice of Award (LM-1).** *Grants in response to approved applications for FMCS funds are awarded on an FMCS Notice of Award (LM-1). This Notice obligates and reserves Federal funds for the grantee's use for a specific period of time in order to execute the project covered by the Notice. The Notice also commits the grantee to its share of the project's financial support. All correspondence concerning the grant should refer to the award number shown on the Notice.*
2. **Special Conditions.** *Where necessary, the Notice of Award (LM-1) includes a list of special conditions which the grantee must meet in order to execute the project to the satisfaction of FMCS.*
3. **Award Acceptance.** *No obligations or commitments of FMCS funds to a project are valid and no FMCS funds may be disbursed to or expended by the grantee until authorized representatives of both FMCS and the grantee have signed the Notice of Award and any applicable special conditions, and until FMCS has in its possession copies of the Notice and its special conditions which bear the grantee representative's original signature of acceptance. Award acceptances not received by FMCS within 45 days of the date of award appearing on the Notice of Award are considered by FMCS as justification for grant termination without further cause.*

4. **Grant Types.** *There are two basic types of FMCS grants:*
- a. **Initial Grant.** *This grant obligates FMCS funds which have been awarded to a project for an initial budget period shown on the Notice of Award (LM-1). The grant is based upon an approved application from the grantee. The award of an initial grant does not constitute a commitment for future FMCS funding.*
 - b. **Supplemental Grant.** *When allowed by FMCS policy, this grant obligates FMCS funds for a budget period subsequent to the one currently in progress. When awarded, the additional amount is added to the current grant amount. The award is based on an approved application from the grantee. On a Notice of Award a supplemental grant is identified by the letter **S** following the grant number. FMCS awarded funds which are unexpended by a grantee at the end of the current budget period shall, subject to FMCS approval, be used to defray partially the amount of Federal support required during the supplemental period.*
5. **Grant Adjustment Notices (LM-2) or (GAN)** *are issued by FMCS as its acknowledgment of grantee compliance with special conditions or in favorable answer to grantee written requests for grant project changes concerning one or more of the following circumstances: budget period extensions; budget revisions; changes in project scope. Grant Adjustment Notices (LM-2), when issued, become a part of the official record of a grant. No GANs approving time extensions or changes in budgets or project scope will be issued if the grantee is delinquent in responding to any official FMCS reporting requirements.*

SECTION B.

GRANT DURATION ADJUSTMENTS

- 1. **Budget Periods.** *Grantee obligations and expenditures of both the Federal and the approved grantee shares of project costs may be made only within the confines of the current budget period as shown on the Notice of Award.*
- 2. **Time Extensions.** *Additional time to complete a project phase or a total project with grant funds may sometimes be necessary. In such cases, FMCS will consider grantee requests for time extensions, and will issue a Grant Adjustment Notice if and when it approves the request.*

- a. *Grantee requests to FMCS for time extensions should be submitted at least 30 days before the currently scheduled budget period ends.*
- b. *Grantee requests for time extensions must include a discussion of the circumstances which necessitate the extension and a concurrent request for a budget revision or a change in project scope, if either condition is applicable. The maximum extension period is six months.*

SECTION C.

BUDGET ADJUSTMENTS

1. **Grant Budgets.** *A grant budget as approved within the context of a Notice of Award is the official financial plan for the grantee's utilization of both the Federal and the grantee share of project costs. Grant expenditures within the various Federal object class categories, (Personnel, Fringe benefits, Travel, etc.) must generally conform to the amounts set forth for those categories in the approved budget and may not be made for any purpose contrary to the approved application and to the regulations and policies of the Federal Government in general and FMCS and the grantee in particular.*
2. **Major Budget Revisions.** *Should a grantee find, during the course of administering a grant-supported project, that the currently approved budget can no longer represent a true picture of anticipated necessary expenditures to support the project effectively, an FMCS approved budget revision may be in order. All grantees must obtain prior approval from FMCS for budget revisions when:*
 - a. *The revision results from changes in the scope of objectives of the project; or*
 - b. *Funds approved for trainee costs are transferred to other expense categories; or*
 - c. *The Federal share of the grantee budget is over \$100,000 and the cumulative amount of transfers among object class categories is expected to exceed 10% of the total grant budget; or*

- d. *The revision includes the addition to the budget of a cost item or items requiring FMCS prior approval in accordance with the provisions of OMB Circulars A-21, A-87, or A-122, or this manual.*
- 3. **Minor Budget Revisions.** *Budget changes other than those described above do not require FMCS approval. These changes include the use of grantee funds over and above any grant budget's approved grantee minimum share to further project or program objectives.*
- 4. **Budget Revision Requests** *directed to FMCS must describe the pending revision.*
 - a. *The request must justify the revision in narrative form;*
 - b. *The request must identify clearly the Federal object class categories between which funds are to be transferred;*
 - c. *The request must indicate the dollar amounts of change between each currently approved category total and each pending category total; and*
 - d. *The request must list currently approved cost items proposed for deletion and each pending addition to each object class category, and provide unit prices.*
- 5. **Submission of Requests.** *Budget revision requests should be submitted to FMCS at least 30 days before the request is to be effected.*
- 6. **FMCS Responsibility.** *FMCS will contact grantees within 14 days of its receipt of a budget revision request, either to notify the grantee informally of its decision, to request additional information, or with official revision approval.*
- 7. **FMCS Official Approval** *of a budget revision request will be contained in a Grant Adjustment Notice.*
- 8. **After-The-Fact Budget Revision Requests** *generally will not be approved by FMCS unless grantees demonstrate in their requests that revisions were necessitated by circumstances beyond their control.*

SECTION D.

CHANGES IN PROJECT SCOPE

1. **Changes in Project Scope.** *Events may occur during the course of a project which have a significant impact upon the project's execution. In such cases the grantee must inform FMCS as soon as certain types of conditions manifest themselves. These conditions are generally viewed to be events or developments which affect the project's ability to attain its objectives or to meet its established time schedules and goals. They may be either favorable or detrimental. Examples are:*
 - a. *any revision of the scope or objectives of the project regardless of whether there is an associated budget revision requiring project approval;*
 - b. *a change in a key person specified in the application or grant award document;*
 - c. *the project director is replaced, or absent for more than three months;*
 - d. *additional contracting out or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the grant;*
 - e. *grantees should inform FMCS of minor changes in the scope of a project within the framework of the grantee's regular reporting responsibilities and procedures. Minor changes might include the addition of one more member to the labor-management committee.*
 - f. *in the event the grantee undergoes a change in ownership or name, FMCS must be notified in writing immediately.*
2. **Change-In-Scope Requests.** *A grantee must also inform FMCS of any deliberate intent to effect a major change in the project scope, submitting a change-in-scope request. The contents of this request should normally include the following:*
 - a. *A description of the proposed change and the date when such change is to go into effect;*
 - b. *A justification of the proposed change; and*

- c. *A discussion of the positive program and fiscal implications in approving the change as well as potential negative effects if such a change is not approved.*
- 3. **Submission of Requests.** *Change-in-scope requests should be submitted to FMCS at least 30 days before the intended change.*
- 4. **FMCS Responsibility** *for handling change-in-scope requests is the same as that identified for budget revision requests in paragraph C.6., above.*
- 5. **FMCS Official Approval** *of a change-in-scope request will be contained in a Grant Adjustment Notice.*
- 6. **The Budget and Changes-in-Scope.** *If any change in project scope necessitates a project budget revision in accordance with the criteria provided in paragraph C.2., above, the grantee must submit to FMCS a budget revision request.*

CHAPTER V.

GRANT MANAGEMENT STANDARDS

SECTION A.

ACCOUNTING STANDARDS

1. **General.** *Each grantee must maintain an adequate system of accounting and internal control for itself. Each grantee must also ensure that adequate systems are also maintained by its secondary recipients and contractors. All grantee and subrecipients accounting systems must maintain a separation of FMCS grant project funds from other funds. Non-separation is known as comingling.*
2. **Types of Accounting Systems.** *An accounting system is generally one of two types:*
 - a. **Cash Basis.** *Project revenues are recorded as cash is received, and project expenses are recorded as cash is spent.*
 - b. **Accrued Basis.** *Revenue due the project and expenses incurred by the project for a given period are recorded without regard to the timing of the actual exchange of cash and whether or not any current service or performance is required.*
3. **Accounting for Grant Funds** *is to be done in accordance with the grantee's own accounting practices so far as they do not conflict with or omit the standards listed in this section. Accounting must be based on generally accepted accounting principles, and must be consistently applied regardless of the source of funds. Itemization of all supporting records of grant expenditures shall be recorded in sufficient detail to show the exact nature and cost of the expenditures for each account. Records must be maintained in such a manner as to permit preparation of required financial reports and to indicate that project funds were used for the purposes for which the grant was made. A grantee's accounting system must provide for:*
 - a. **Compliance with statutory and regulatory requirements** *for the award of Federal funds and their subsequent distribution, financial management and disposition, and accounting;*

- b. Accurate, current, and complete disclosure of the financial results of each grant activity in accordance with FMCS reporting requirements as set forth in this manual;
 - c. Records which accurately and adequately identify the receipt and expenditure of funds for grant-supported activities. These records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income;
 - d. Comparison of actual with budgeted amounts for the grant and relation of financial information to performance or productivity data;
 - e. Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and their disbursement by the grantee, whenever funds are advanced by the Federal Government. Advances made by the grantee to secondary recipients shall conform to the same standards of timing and amount as apply to advances by FMCS to grantees;
 - f. Procedures for determining reasonableness, allowability, and appropriateness of costs in accordance with this manual;
 - g. Accounting records which are supported by source documentation;
 - h. Generation of financial data which can be used in the planning, management and control of current and future projects; and
 - i. Facilitation of effective audits.
4. **Secondary Recipients.** FMCS grantees shall require secondary recipients to adopt the standards in paragraph 3, above.
5. **Accounting Suggestions.** The following suggestions are offered for the preparation of acceptable accounting records:
- a. *Maintain a separate income account for Federal funds received or amounts owed to FMCS;*

- b. *Maintain time-and-attendance records to support salary and wages charged to the grant;*
 - c. *Maintain a separate accounting ledger for the Federal share of each FMCS grant;*
 - d. *If applicable, maintain a separate accounting ledger for the contributed non-federal share of each FMCS grant and for project income;*
 - e. *Sub-divide the accounting ledger or ledgers for each grant into the object class categories shown on the budget page of the approved application budget;*
 - f. *Support expenditures charged to cost accounts with vouchers approved both by the grant financial manager and by the grant project director;*
 - g. *Credit refunds of expenditures to the applicable object class categories;*
 - h. *As applicable, audit reported cash transactions once every fiscal year; and*
 - i. *Retain both the audit reports and supporting workpapers for review by representatives of cognizant Federal agencies and the General Accounting Office.*
6. **Interest Income.** *Interest earned on advances of Federal funds except for interest earned on advances to a State or to instrumentalities of a State as provided by the Inter-governmental Cooperation Act of 1968, (P.L. 90-577), shall be remitted to FMCS.*
7. **Reporting Financial Irregularities.** *Every grantee and each of its secondary recipients must report promptly to FMCS the nature and circumstances surrounding any financial irregularities discovered during the course of a project or in its aftermath.*
8. **Match Expenditures.** *FMCS does not require that the grantee share of project cash be initially expended at exactly the same rate and time as the Federal share. However, the approved ratio must be met or exceeded at the calendar half way point of the grant budget period, and thereafter.*

SECTION B.

PROCUREMENT STANDARDS

1. **General.** *All grantees must follow Federal standards for the procurement with grant project funds of supplies, equipment, construction and all other services. All procurement transactions whether negotiated or advertised and without regard to dollar value must be conducted in a manner which provides the greatest open and free competition. All grantees must be alert to organizational conflicts of interest or noncompetitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, or requests for proposal for a proposed procurement are excluded from bidding or submitting a proposal to compete for the award of such procurement.*
2. **Grantee Responsibility.** *A grantee shall use its own procurement procedures which reflect applicable state and local laws and regulations and its own policies. However, procurement under Federal grant projects must also conform to Federal standards.*
3. **Grantee Code of Conduct.** *A grantee must maintain a code or standards of conduct which govern the performance of its authorized representatives engaged in the award and administration of contractors supported by Federal funds. No grantee employee, officer, or agent may participate in the selection or award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, could be involved.*
4. **Methods of Procurement.** *There are four:*
 - a. **Small Purchase.** *Applies to procurements for goods, services, supplies, etc., costing in the aggregate not more than \$100,000 and which are based on sound and appropriate procedures and in which price or rate quotations are obtained from at least three qualified sources.*
 - b. **Sealed Bids.** *Applies to procurements which lend themselves primarily to firm-fixed-price contracts; in which grantee selection of the successful bidder can be made principally on the basis of price; for which a complete, adequate and realistic specification or purchase description is available; and for which two or more responsible contractors are willing and able to compete.*

- c. Competitive Negotiations. Applies to procurements in which conditions fail to lend themselves to formal advertising; in which proposals are requested from an adequate number of qualified sources to permit reasonable competition and in which negotiations are conducted with more than one of the sources; and for which requests for proposal identify all significant evaluation factors including price or cost where required and their relative importance.
 - d. Non-Competitive Negotiations. Applies to procurements in which the item is available from only one source; or, in which, after a number of solicitations, competition is determined inadequate; also, for which other procurement methods are infeasible and for which written documentation is available to support the procurement's non-competitive nature; and before which FMCS written approval has been obtained. Such procurements are known as sole source.
 - e. Qualification. Due to the \$100,000 small purchase threshold (see a., above) FMCS does not expect sealed bids and competitive and non-competitive negotiations to be much of a factor in its grants program.
5. Procurement Procedures. The grantee must maintain procurement procedures which provide that proposed procurement actions:
- a. Be competitive;
 - b. Avoid the purchase of unnecessary or duplicative items and services;
 - c. Obtain purchases on the most economical basis;
 - d. Be prefaced by solicitations which are based on clear and accurate descriptions of technical requirements for the material, product or service to be procured; but which refrain from unduly restrictive requirements; and which clearly set forth all requirements which offerors must fulfill and all other factors to be used in bid or proposal evaluation;
 - e. Include and encourage qualified small, minority and women's businesses as possible sources of supplies, services, etc.;
 - f. Be climaxed only by award to a responsible contractor that possesses the potential ability to perform successfully under the procurement's terms and conditions; and

- g. *Be supported by records and files which are retained and are sufficient to detail the procurement's significant history.*
 - h. *In addition, the grantee shall have procedures to handle and resolve protests relating to their procurements and review of protest against their subrecipients and shall, in all instances, disclose information regarding any protest to FMCS. Protestors themselves must exhaust all administrative remedies with the grantee or its subrecipient before requesting a review of the grantee's action by FMCS. Reviews of protests by FMCS are limited to:*
 - 1) *violation of Federal Law or regulations and the standards of this section;*
 - 2) *violations of the grantee's protest procedures;*
 - 3) *failure by the grantee to review a complaint or protest against a subrecipient.*
6. **Prohibited Restrictions on Competition.** *Some situations are considered to be restrictive of competition and must be avoided by the grantee. Examples are:*
- a. *placing unreasonable requirements on firms in order for them to qualify to do business;*
 - b. *requiring unnecessary experience;*
 - c. *non-competitive pricing practices between firms or affiliated companies;*
 - d. *non-competitive awards to consultants on retainer contracts;*
 - e. *organizational conflicts of interest;*
 - f. *specifying brand names only;*
 - g. *any arbitrary action in procurement process.*

7. **Contracts.** *There are several types of contracts: fixed price, cost reimbursable, purchase orders, etc. Contracts resulting from the formal advertising procurement method must be firm-fixed-price. Cost-plus-a-percentage-of-cost contracts are prohibited.*
- a. **General Grantee Contractual Requirement.** *The arrangement must be formal, proper and consistent with the usual contracting practices and policies of the grantee or secondary recipient.*
- b. **Requirements for Grantee Contracts with an Organization.**
- (1) *Indirect costs or overhead charges in cost-type arrangements must be based on an audited or negotiated rate previously approved by a state or Federal agency or on an indirect cost submission reflecting actual cost experience during the organization's most recently completed fiscal period;*
 - (2) *Arrangements with non-profit organizations and government units must be directly and exclusively devoted to grant project purposes and charged at rates which are not more than actual cost;*
 - (3) *Fixed fee or profit allowances, where applicable in cost-type arrangements, must not exceed 10% of total estimated cost.*
- c. **Requirements for Grantee Contracts with an Individual.**
- (1) *Time and services for which payment is or will be made must be supported by adequate documentation;*
 - (2) *Dual compensation, compensation from the individual's regular employer and from the grantee for work performed during a single period of time, is prohibited;*
 - (3) *Transportation and subsistence costs for travel performed by the individual must be at a rate consistent with the grantee's general travel reimbursement practices; or, with Federal practices, whichever is applicable.*

- (4) *Compensation for an individual consultant must be reasonable and consistent with that paid for the individual's particular services or for similar services nationally or locally, whichever is less.*
- (a) *For consultants associated with educational institutions the maximum rate of compensation is the individual's academic salary projected for 12 months and divided by 260 working days;*
 - (b) *For consultants employed by state and local governments the maximum rate of compensation, if the government unit does not provide the individual's services without cost, is the individual's daily salary rate paid by the government unit;*
 - (c) *For consultants employed with non-government organizations the maximum rate of compensation is the individual's daily salary paid by the organization;*
 - (d) *In any case the maximum rate for an individual consultant paid from grant project funds can be no more than \$800 for an eight hour day. The day includes preparation, evaluation, and travel time. The rate excludes travel and subsistence costs. Time and effort records must be maintained.*

8. **Awarding Agency Review.** *Before completing a procurement action the grantee must make available to FMCS for review, procurement documents such as requests for proposal, invitations for bid, independent cost estimates, etc., when:*

- a. *the grantee's procurement procedures or operation fails to comply with the standards in paragraph 5; preceding, or*
- b. *a proposed contract modification changes the contract's scope or increases the contract amount by more than the small purchase threshold; or*
- c. *the procurement is expected to exceed the small purchase threshold, and*
 - 1) *is to be awarded without competition, or only one bid or offer is received in response to the solicitation; or*

- 2) specifies a brand name product; or
 - 3) is to be awarded to other than the apparent low bidder when a sealed bid procurement is used.
9. **Special Federal Contractual Provisions.** A grantee must include in each contract, in addition to provisions to define a sound and complete agreement, several other provisions depending on the contractual amount and intent. These special provisions apply to all contracts over \$10,000; to construction and repair contracts over \$2000; to contracts in the field of science and technology in which there has been little significant experience outside of work funded by Federal assistance; and to any contract or agreement, the principle purpose of which is to create, develop or improve products, processes or methods, or for exploration into fields that directly concern public health, safety or welfare. Appendix 2 to this manual contains these special provisions. These provisions must also be applied to subcontracts.

SECTION C.

PROPERTY MANAGEMENT STANDARDS

1. **General and Definitions.** Grantees and secondary recipients may use their own property management standards and procedures as long as the Federal provisions in paragraph 2, following, are met. Some useful definitions are:
 - a. **Real Property.** Land, including land improvements, structures and their appertenances. Excludes moveable machinery and equipment.
 - b. **Equipment.** Tangible personal property having a useful life or more than a year and an acquisition cost of \$5,000 or more per unit. The acquisition cost of an item is the net invoice unit price of the property including the cost of modifications, attachments, accessories, etc., necessary to make the property useable for the purchase for which it is acquired. Other charges, installation, taxes, etc., shall be included or excluded from the acquisition cost in accordance with the grantee's regular practice.
 - c. **Supplies.** Tangible personal property other than that which is classified as equipment.
 - d. **Consumables.** Items such as paper, pencils, etc.

2. **Property Title, Use, and Disposition**

- a. Real Property. Not applicable to FMCS grant projects.
- b. Equipment and Supplies. Title rests in the grantee except when the property is otherwise identified by FMCS in the grant agreement or elsewhere, in writing.
 - (1) Use. The property is to be used in the project for which it was acquired for as long as needed, whether or not FMCS funding continues. Shared use by other Federally sponsored projects is permissible as long as the project for which the item was originally acquired is not adversely affected. In either case, certain procedural requirements must be met.
 - (a) Accurate property records must be maintained to include a description of the property; manufacturer's serial number, model number, or other identification number; source of the property, including the Federal agreement number; identity of entity in which property title is vested; acquisition date; percentage of FMCS participation in cost of grant project for which the property was acquired; location, use and condition of the property and the date the information was reported; unit acquisition cost; and, ultimate disposition data including date, sales price, and, if applicable, the method of determining the property's fair market value.
 - (b) At least once every two years a physical inventory of property must be taken; the results reconciled with property records; the existence, current utilization, and continued need for the property verified. Differences between the inventory and the records must be investigated to determine the cause.
 - (c) A control system to insure adequate safeguards against property loss, damage or theft must be maintained. All such losses must be reported to appropriate authority and must be investigated and fully documented.
 - (d) Adequate maintenance procedures to keep the property in good condition must be maintained.

- (e) *Where a grantee is authorized or required to sell the property, proper sales procedures must provide for competition to the extent practicable and for the highest possible return.*
 - (2) *Disposition. Property with a unit acquisition cost of more than \$5,000 may be retained by the grantee for non-project uses provided that compensation is made to FMCS. Compensation is to be computed by applying the percentage of FMCS participation in the cost of the original grant project to the current fair market value of the property. If the grantee has no further need for the property and the property has further use value, instructions for its disposition must be requested from FMCS. If no instructions for disposition are received within 120 days of the grantee's request, the grantee shall sell the property and reimburse FMCS or its successor in an amount computed by applying to the sale proceeds the percentage of FMCS participation in the original grant project, less \$500 or 10% of the proceeds whichever is greater for the grantee's selling and handling expenses. Property with a unit cost less than \$5,000 may be retained or sold and the proceeds kept by the grantee without further Federal involvement.*
- c. *Patents, Copyrights, etc. Patentable items, patent rights, processes, or inventions produced within a grant project must be promptly and fully reported to FMCS. Copyrights of materials developed in the course of or under an FMCS grant project are the author's privilege; but FMCS reserves a royalty free, non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.*

SECTION D.
AUDIT STANDARDS

1. **Audit Requirements.** *Grantees that expend \$300,000 or more annually in federal financial assistance must have a single audit or program-specific audit (if certain criteria are met) performed in accordance with the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The circular, revised June 30, 1997, is effective for audits of fiscal years beginning after June 30, 1996. OMB defines federal financial assistance within the scope of the circular as assistance received or administered in the form of grants, cooperative agreements, loans, loan guarantees, property (including donated surplus property), interest subsidies, insurance food commodities, direct appropriations and other assistance.*

For those grantees exempt from single audit requirements, financial and compliance records still must be made available for review or audit by other federal officials or pass-through entities.

2. **Background.** *The Single Audit Act of 1984 required audits of states and local governments (including Indian tribal governments) that administer federal financial assistance programs. A single audit encompasses a grantee's financial statements and schedule of expenditures of federal awards for the entire organization or the respective departmental units administering federal funds, as opposed to a program-specific audit, which focuses on one particular program (thus, the concept of "single" audit). OMB implemented the act by issuing Circular A-128, Audits of State and Local Governments. By the 1990, OMB extended single audit requirements to non-profit organizations with the issuance of Circular A-133, Audits of Institutions of Higher Education and Other Non-Profit Organizations. (Colleges and universities were included, but hospitals were not.)*

With the passage of the Single Audit Act Amendments of 1996 (31 U.S.C. Chapter 75), single audit requirements were statutorily imposed on non-profit organizations that administer federal financial assistance programs, including colleges and universities and hospitals.

On June 30, 1997, OMB issued revised circular A-133 to implement the 1996 amendments and impose the circular's requirements on all types of grantees. In doing so OMB rescinded Circular A-128 and prior versions of Circular A-133 that applied solely to colleges and universities and other non-profit organizations. (Non-U.S. based recipients are not subject to revised Circular A-133, but must be monitored through other means by their awarding agency or primary grantee.) Several revised provisions have changed the face of single audits, namely, the raised threshold for determining whether to have a single audit performed and the risk-base approach to auditing programs. Clearly, with so many smaller grantees now exempt under the raised threshold for single audit, pass-through entities face heightened monitoring responsibilities previously met through subrecipients' single audit results.

3. **Raised Threshold for Audit.** *Under OMB Circular A-133, the threshold for determining whether a single audit or program-specific audit must be performed has been raised from \$25,000 in federal funds received to \$300,000 expended annually. Thus, nonfederal entities (both recipients and subrecipients) that expend \$300,000 or more annually in federal funds must have an audit under Circular A-133. Nonfederal entities that expend less than \$300,000 annually are exempt from federal audit requirements for that year.*

Many grantees are no longer required to have single audits performed under the new threshold, but may be required to have other types of audits or evaluations performed (e.g., performance audits or reviews). In addition, grantees must maintain records for review of audits by federal agency officials, the General Accounting Office or pass-through entities. Under Circular A-133, a limited scope audit includes an agree-upon procedures engagement conducted in accordance with Generally Accepted Auditing Standards or attestation standards, paid for and arranged by a primary grantee, addressing one or more type(s) of compliance requirements (specifically, allowable costs/cost principles, eligibility, matching, level of effort, earmarking and reporting. (Limited scope audits are available for subrecipient monitoring purposes only.)

Pass-through entities that award federal funds to subrecipients remain responsible for monitoring subrecipient activities to ensure they comply with program requirements. Pass-through entities can monitor subrecipients that expend \$300,000 or more in federal assistance by reviewing the results of that subrecipient's single audit. For those subrecipients exempt from a single audit, pass-through entities are responsible for monitoring and oversight by relying on other procedures.

of the primary grantee under Circular A-133, but could include a review of subrecipient reports or documentation (e.g., evaluate audit findings, review corrective action plans), on-site visits, or arranging for a limited scope audit. Such monitoring procedures can be targeted more selectively and less costly than a full-blown single audit.

PREPARING FOR AUDIT

The grantee is responsible for making arrangements to have an audit performed and ultimately faces the consequences of an audit examination. Careful planning and preparation beforehand by the grantee is an essential ingredient of a successful audit engagement.

1. **Preparing for Audit.** In general, grantees can take five basic steps to prepare for an audit:
 - ◆ determine whether an audit is required by law, regulations or grant agreements);
 - ◆ select and engage an auditor (unless the audit will be conducted by a federal auditor);
 - ◆ reach a mutual understanding with the auditor about the type of audit to be performed and its required scope (in doing so, identify the entity to be audited the entire organization, individual components, governmental departments or units);
 - ◆ collect and make available to the auditor relevant financial and organizational documentation (e.g., charters, by-laws, bank account authorizations, financial statements of assets and liabilities, schedules of expenditures of federal awards, accounting records, cost allocation plans); and
 - ◆ collect and make available to the auditor relevant compliance documentation (e.g., previous audit reports, major contracts, grant agreements, a list of subrecipients, federal guidance, government-wide directives, statutes, program descriptions).
2. **Audit Responsibilities.** With the enactment of the Single Audit Act Amendments of 1996 and issuance of revised Circular A-133, grantees face new pre-audit reporting responsibilities, such as the preparation of a summary schedule of prior year audit findings. In preparing for a single or program-specific audit under the revised circular, the grantee must:

- ◆ arrange for an audit in accordance with proper procurement of audit services;

- ◆ *maintain internal control (ongoing);*
 - ◆ *comply with laws; regulations and grant agreement provisions (ongoing);*
 - ◆ *identify all federal awards received and expended so that the auditor can determine which programs are major programs under applicable definitions and must be tested, and how to design audit tests considering various risk factors, such as changed conditions, the extent to which the program is subgranted or contracted out and the adequacy of controls;*
 - ◆ *prepare the schedule of expenditures of federal awards (list federal programs by agency, the name of any pass-through entities and their identification numbers. The total amount of federal awards expended for each program, a description of significant accounting practices used to prepare the schedule and total amounts awarded to subrecipients);*
 - ◆ *prepare financial statements (a balance sheet of assets and liabilities); and*
 - ◆ *prepare a summary schedule of prior audit findings.*
- Toward the end of the audit process, the grantee will have additional reporting tasks to perform:*
- ◆ *prepare portions of the Data Collection Form*
 - ◆ *ensure the single audit is performed and reports submitted on time;*
 - ◆ *prepare any necessary corrective action plan; and*
 - ◆ *follow-up and take corrective action on current audit findings.*

3. **Audit Purpose.** *Single audits performed under the act and revised Circular A-133 cover the entire operation of a grantee or at least those departments or units that receive, expend or administer federal financial assistance. The purpose of the single audit is to determine whether:*

- ◆ *The grantee's financial statements present fairly its true financial position and picture of operations, in accordance with generally accepted accounting principles;*
- ◆ *the grantee has internal accounting and other control systems to provide reasonable assurance that its administration of federal awards complies with relevant laws and regulations; and*
- ◆ *the grantee is in compliance with laws, regulations and agreements that could have a material effect on its financial statements and on each major federal assistance program, as defined in the act and revised Circular A-133.*

For further information concerning OMB Circular A-133 Audits of State, Local Governments, Institutions of Higher Education and Other Non-Profit Organizations/Institutions, please consult the revised OMB Circular A-133.

GRANT PAYMENTS AND REPORTS

SECTION A.

PAYMENTS

1. **Payment of Funds.** *FMCS funds are obligated to a grant project by FMCS when the Notice of Award is signed. They are thus reserved for the project's purposes until they are expended by the grantee or until, in the case of non-expenditure within the time limits set in the Notice of Award or subsequent Grant Adjustment Notices, they are deobligated by FMCS by means of Grant Adjustment Notices and thus revert to the Government.*
2. **Payment Issuance.** *FMCS grantees ordinarily receive funds via Electronic Funds Transfer (EFT) on a reimbursement or monthly advance basis. The EFT requests are provided to the grantees at the time of award. The U.S. Treasury issues the EFT after FMCS has approved the requests.*

*FMCS grantees receiving a Federal payment shall designate a financial institution or authorized payment agent through which a Federal payment may be made or **certify in writing that such grantee does not have an account with a financial institution or an authorized payment agency; and provide the agency with the information requested by the agency in order to effect the payment.***

Any payment that we make to you will be made by electronic funds transfer unless you certify in writing that you do not have an account with a financial institution or an authorized payment agent.

I certify that I do not have an account with a financial institution or an authorized payment agent.

Signature

Date

VI-1

3. **Cash Depositories.** *FMCS grantees and secondary recipients must deposit*

their grant project funds in a bank with FDIC coverage. Any balances exceeding the FDIC coverage must be collaterally secure. FMCS regulations do not require the physical segregation of project funds or the establishment of any eligibility requirement for cash depositories. However, consistent with the national goal of expanding the opportunities for minority business enterprises, all grantees and subrecipients are encouraged to utilize the services of banks which are at least half owned by members of minority groups.

4. **Payment Cancellations.** *Unless otherwise required by law, FMCS withholds payment on grantee fund requests only when the grantee is demonstrating an unwillingness or inability to attain project goals or an inability to maintain an acceptable accounting system; cannot adhere to FMCS requirements, including an acceptable accounting system; and timely submission to FMCS of accurate financial and narrative reports and special condition requirements; or engages in improper grants administration, including failure to minimize the time elapsing between its receipt of funds from the U.S. Treasury and the actual expenditure of those funds; or is indebted to the United States and collection of the indebtedness will impair accomplishment of FMCS grant project objectives. Where such a condition or conditions exist, FMCS will inform the grantee that payments will not be made for grantee-incurred obligations after a specific date and until the condition or conditions are corrected, at which time payments will be resumed on either an advance or reimbursement basis as FMCS deems more appropriate.*

SECTION B.

REPORTS

1. **Reporting the Unexpected.** *See Chapter IV, Section D.*
2. **Regular Grantee Reports.** *There are three reports required, two financial in nature and one performance-oriented. In preparing the financial reports, grantees should keep certain definitions in mind. Obligations are amounts owed on orders placed, contracts let, services received and similar transactions during a given period that will eventually require payment. Outlays are treated and reported differently depending on whether a cash or accrual accounting system is used. In either case, however, outlays are the same as expenditures, the sum of actual cash the grantee has disbursed or paid out. Project income is money earned by the project and is used to offset approved grant project costs. It is not grant cash payments received from FMCS by way of the U.S. Treasury, nor is it cash contributions accepted as a matching share by FMCS at the time of grant award. The three regular reports are:*

- a. Financial Status Report (Form LM-7). A quarterly LM-7 must be submitted to FMCS no later than 30 days after the end of each calendar quarter during which the grant project was supported by approved project funds, whether or not actual obligations or expenditures of funds by the grantee took place. The end of each calendar quarter is December 31, March 31, June 30 and September 30. Therefore, LM-7s are due at FMCS no later than January 31, April 30, July 31, and October 31. A final LM-7 for the project must be submitted no later than 90 days after the last day of the project's final budget period. Extensions to reporting due dates may be granted by FMCS upon request of the grantee. A sample of a Financial Status Report (Form LM-7) is included in Appendix 7 of this Manual.
- b. Request for Advance or Reimbursement (Form LM-6). While the LM-6 is technically a request for funds, it is also a report of expenditures and FMCS uses it as such. Grantees who are not paid under letters-of-credit must submit an LM-6 to FMCS when they want funds. No fund requests should be submitted for a period of time covering less than a month, except in unusual circumstances. Grantees on letter-of-credit are not required to submit LM-6s.
- (1) Requests solely for fund advances must be submitted only on a monthly basis, and FMCS will ordinarily honor those requests only after the 15th of the preceding month; i.e., only after November 15 will FMCS honor an advance request covering anticipated expenses for the month of December.
 - (2) Fund requests solely for reimbursement may be submitted at the grantee's convenience, except that the final reimbursement request for a grant must be received by FMCS within 90 days after the grant's last approved budget period expiration date.
 - (3) Combination request on a single LM-6 for both an advance and a reimbursement of funds will be honored by FMCS as a request for an advance. See (1) above.
 - (4) Any fund request for \$25,000 or more at one time should be broken down on two separate LM-6s.
 - (5) All fund requests will be placed on hold if other reporting requirements are delinquent. Chronic delinquencies may result in grant suspension and/or termination.

- c. *Project Performance Report (FMCS Form LM-8).* All FMCS grantees must monitor their grant projects to ensure that project performance goals are being achieved in a timely manner, and must submit to FMCS a quarterly narrative report summarizing their findings for each grant project. The quarterly narrative reports are due December 31, March 31, June 30 and September 30. Therefore, LM-8s are due at FMCS no later than 30 days after the end of each calendar quarter (i.e., January 31, April 30, July 31, and October 31). A final performance report must be submitted within 90 days after the grant's last approved budget period expiration date. Extensions to reporting due dates may be granted by FMCS upon request by the grantee. Quarterly performance reports should include:
- (1) A comparison of actual accomplishments to the goals and implementation plan established for the reported quarter;
 - (2) If goals have not been met, the reasons for same; and,
 - (3) Other pertinent information including, when appropriate, an analysis and explanation of cost overruns or high unit costs, potential program problem areas, or significant achievements.
 - (4) Copies of all LMC meeting minutes along with a list of "members present and members absent".
3. **Report Preparation.** Instructions for LM-6, LM-7 and LM-8 preparation are contained on the report form. When it issues a grant project's Notice of Award, FMCS provides the grantee with a sufficient number of forms to meet reporting requirements for a year. The forms may also be duplicated for use by the grantee.
4. **Report Burden.** FMCS must include on each form it requires its grantees to complete the estimated time (burden) necessary for completion. These estimates are based on FMCS's assumption that grantees are familiar with their own grant projects and maintain as a matter of course management and accounting records adequate to complete the forms in the time estimated. However, grantees may appeal FMCS estimates to FMCS.

CHAPTER VII.

GRANT TERMINATION AND CLOSEOUT

1. **Terminations and Suspensions.** *To terminate a grant is to end it before the approved budget period has expired, before project goals are achieved, and before the entire Federal award has been expended for the purposes originally intended. A termination can be complete or partial. A termination is implemented only when continued funding of all or a part of a grant project will no longer produce desired results or when the grantee has demonstrated a conscious failure to comply with grant conditions. In lieu of complete termination of a grant, a grant suspension, a temporary withholding of all or part of the approved funding, can be implemented, to last until some corrective action is taken. In any case, a grant project which is prematurely ended or which is temporarily halted will still be subject to the same requirements regarding record keeping and reports submission as is a project which runs uninterrupted for the duration of its approved budget period.*
 - a. **Termination.** *Grant termination procedures are implemented when FMCS issues to a grantee a notice of intent to terminate; or when a grantee issues to FMCS a similar notice; or when both FMCS and the grantee jointly agree that a termination is appropriate. In any case, a grant termination is not completed until FMCS issues an actual notice of termination in the form of a Grant Adjustment Notice. Upon receipt of a notice of termination the grantee must refund to FMCS all cash advanced in excess of firm financial commitments of record as of the date of the termination notice. There are two kinds of terminations:*
 - (1) **Termination for Convenience.** *Either FMCS or the grantee may terminate the grant in whole or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. FMCS will allow full credit to the grantee for the Federal share of the remaining obligations properly incurred by the grantee prior to termination.*

(2) Termination for Cause. FMCS may terminate any grant in whole or in part at any time before the scheduled date of completion, whenever it is determined by FMCS that the grantee has failed to comply with the conditions of the grant. Such action, however, will be preceded whenever possible by a letter of warning giving the grantee 30 days to reach full condition compliance. Should the grantee fail to reach compliance, FMCS will then promptly notify the grantee in writing of its final determination and the reasons for the termination, together with the effective date of termination. Payments made to grantees or recoveries made by FMCS under grants terminated for cause shall be in accord with the legal rights and liabilities of the parties.

b. Suspension. FMCS may, until corrective action is taken, suspend a grant in whole or in part, withhold Federal fund payments, and prohibit additional grantee obligations and expenditures of funds whenever the grantee has demonstrated or threatened a material failure to comply with grant award stipulations, standards, and conditions. All suspensions are effective on the date of delivery of a suspension notice to the grantee. There are two kinds of suspensions.

(1) Suspension on Notice. As the name implies, a suspension on notice is preceded by written notification to the grantee of FMCS intent to suspend assistance in whole or in part unless good cause is shown why assistance should not be suspended. Should no cause be shown within a reasonable period of time, FMCS will then issue the suspension by means of a Grant Adjustment Notice.

(a) A suspension will not exceed 30 days in length unless during that period termination proceedings are begun or FMCS and the grantee agree to a continuation of the suspension.

(b) If termination proceedings are initiated during the life of the suspension, the suspension remains in effect until such proceedings are fully concluded.

(c) During a period of suspension, the grantee may incur no new obligations in connection with the suspended grant or grant component without FMCS written authorization.

(2) Summary Suspension. A summary suspension is one levied upon a grantee without notice and without an opportunity to show cause. It is issued only after FMCS has determined that immediate suspension is necessary because of a serious risk of substantial injury to or loss of project funds or property; or of violation of a Federal, state, or local criminal statute, or of FMCS rules regulations, guidelines and instructions; and that such risk is sufficiently serious to outweigh the general policy in favor of advance notice and opportunity to show cause.

(a) A notice of summary suspension is delivered to the grantee by letter or telegram.

(b) The notice includes the duration, extent, terms and conditions of any suspension, complete or partial, and prohibits the grantee from making any new expenditures or incurring any new obligations in connection with the suspended grant or grant component.

(3) In Any Suspension. Expenditures to fulfill legally enforceable commitments made prior to the notice of suspension, in good faith and in accordance with the grantee's approved work program and not in anticipation of suspension or termination, shall not be considered additional expenditures. However, funds shall not be recognized as committed solely because the grantee has obligated them by contract or otherwise.

2. Closeout. Closeout is the grant process by which FMCS determines whether all applicable administrative actions and all required work within the grant have been completed by the concerned parties. The closeout process is initiated on the date that all work under a grant is completed, or on the latest approved date on which FMCS financial assistance ends.

a. FMCS will make prompt payments to a grantee for allowable reimbursable costs under the grant being closed out if such payments are requested and if funds remain in the grant's account.

b. As soon as possible after the grant project is concluded, the grantee must refund to FMCS any balance of unobligated Federal dollars advanced to the grantee.

- c. *Within 90 days of the project's conclusion, the grantee must meet its unpaid grant obligations and submit to FMCS final financial and performance reports, and other reports required as a grant condition. The grantee shall include in its final submission a current accounting for any property acquired with grant project funds. The 90-day final reporting period may be extended for valid reasons, upon the grantee's written presentation and request.*
 - (1) *Final Financial Status Report. This report must show expenditure of the grantee share of approved costs, and a zero balance for unliquidated obligations. It must indicate the exact amount of unobligated grant funds which are to be deobligated by FMCS from the grant.*
 - (2) *Final Performance Report. This report is a summary of the project's success in adhering to the goals, objectives, and implementation plan of the grant.*
 - (3) *If required, a financial and compliance audit of the grant project.*
- d. *Within 60 days of receipt from the grantee of accurate final reports as described above, FMCS will issue a final Grant Adjustment Notice which formally closes out the grant.*
- e. *Cautionary Provisions.*
 - (1) *No adjustment to payments for costs incurred by the grantee under a grant during the grant closeout period shall be construed as increasing the amount of Federal funds within a grant above the amount shown on the applicable Notice of Award.*
 - (2) *FMCS records retention requirements as described in this manual must be observed.*

3. **Records Retention and Access.**

- a. *Grant Project Records must be retained by the grantee for a period of three years following the date of grantee submission to FMCS of the project's final financial status report. Grant project records include but are not limited to grant financial records and related original and supporting documents that substantiate costs charged to the activity. Financial records, identifiable by*

grant number, include all accounting records and reports, supporting documents, statistical records, property records, and all other records, books and papers pertinent to a grant project, including books of original entry, source documents which support accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Source documents include copies of all grant and subgrant awards, applications and required grantee financial and performance reports. Personnel and payroll records must include the time and attendance reports for all individuals reimbursed under a grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants. The Director, FMCS, and the Comptroller General of the United States or any of either's duly authorized representatives shall have access to all records to make audits, examinations, excerpts, and transcripts.

b. Exceptions to the normal three year retention period are as follows:

- (1) If any litigation, claim or audit is begun before the expiration of the normal three year retention period, the grant project's records must be retained until all litigations, claims, or adverse audit findings involving the records have been resolved.*
- (2) Records for non-expendable personal property acquired wholly or in part with Federal funds must be retained for three years after the grantee's final disposition of the property.*

APPENDIX 1

GLOSSARY OF TERMS

Budget Period. *The intervals of time into which a project period is divided for budgetary and funding purposes. In the FMCS grant program, two budget periods are ordinarily the maximum number funded within a project's Federally supported duration.*

Categorical Grant. *A grant which is competitive in nature and for which limited funds are available. All FMCS grants are categorical.*

Contract. *A legal instrument reflecting a relationship between the Federal government and a State or local unit of government or other recipient; or between any two parties. The Federal government advocates the use of a contractual instrument whenever the relationship's principal purpose is the acquisition by purchase, lease, or barter of property or services for the direct benefit or use of the Federal government or a grantee; or whenever the Federal government or its grantee determines in a specific instance that the use of a contractual agreement is more appropriate to mutual purposes than is a grant or a cooperative agreement. Unless otherwise stated or enlarged, the policies and requirements applied in this manual to grants, grantors, and grantees also apply to contracts and the parties to a contractual agreement.*

Contractor. *A party to a contractual agreement.*

Cooperative Agreement. *A legal instrument reflecting a relationship between the Federal government and a unit of State or local government or other recipient, for purposes similar to those of a grant but in which substantial Federal involvement beyond the funding aspect is anticipated. Unless otherwise stated or enlarged, the policies and requirements applied in this manual to grants, grantors, and grantees also apply to cooperative agreements and their parties.*

Date of Completion. *The calendar date on which all programmatic work under a grant is completed; or the date shown on the grant's Notice of Award or a subsequent Grant Adjustment Notice as the final day in the grant's project period.*

Disallowed Cost. Those charges to a grant, either anticipated or effected, that FMCS determines to be unacceptable or which are unallowable in accordance with Federal cost principles.

Disbursements. Payments made by check or in cash.

Grant. A legal instrument reflecting a relationship the principal purpose of which is the transfer of money or property in lieu of money paid by the Federal government to a State or local unit of government or to another recognized recipient, in order to accomplish a public purpose of support or stimulation authorized by Federal statute. During performance of the contemplated activity no substantial involvement other than financial is anticipated between the executive agency acting for the Federal government and the grant recipient.

Grantee. The State, local government or other unit designated by FMCS as the prime recipient of grant funds.

Grantor. The Federal agency authorized by Congress to enter into agreements with units of State or local government or with other entities for the purpose of a grant.

Indirect Costs. Those costs incurred for a common or joint purpose benefiting more than one program or cost objective which are not readily assignable to the cost objectives or programs specifically benefited, without effort disproportionate to the results achieved.

Local Government. A local unit of government including a county, municipality, city, town, township, local public authority, school district, council of governments, sponsor group representative organization and other regional or interstate government entity, or any agency or instrumentality of a local government exclusive of institutions of higher education and hospitals.

Prior Approval. Prior written permission by FMCS. Any request for such approval must be signed by an authorized official of the applicant or grantee organization.

Program. An overall grant activity specifically authorized by Congress.

Project. A specifically identified individual activity within a grant program which is supported in whole or in part by a grant, contract, or cooperative agreement.

Project Director. The individual designated by the grantee as the person responsible for the overall conduct, direction and supervision of the project.

Project Period. The total length of time for which Federal support of a project is approved. The project period may vary from several months to several years and consists of one or more budget periods. However, FMCS approval of a project period does not constitute a commitment by FMCS to provide financial support beyond the budget period for which a grant has been made.

Secondary Recipient. A unit of State or local government or another entity serving a grantee as either a subgrantee or a contractor or a subcontractor.

State. Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of institutions of higher education and hospitals.

Subcontractor. A party to a contractual agreement which is a part of another, usually larger, contract.

Subgrantee. A unit of State or local government or another entity to which the grantee, after receiving a grant award, grants in turn all or a portion of the funds.

Unacceptable Costs. Charges to a grant, either anticipated or effected, which FMCS determines to be disallowed because of agency funding policy.

APPENDIX 2

CONTRACT PROVISIONS UNDER FMCS GRANTS

In addition to provisions defining a sound and complete procurement contract, any recipient of FMCS grant funds shall include the following contract provisions or conditions in all procurement contracts and subcontracts as required by the provision, Federal law, or the grantor agency.

- 1. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.*
- 2. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.*
- 3. All contracts, including small purchases shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).*
- 4. Where applicable, all contracts awarded by grantees and subgrantees in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).*
- 5. The contract shall include notice of grantor agency requirements and regulations pertaining to reporting and patent rights under any contract involving research, developmental, experimental, or demonstration work with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of grantor agency regulations pertaining to copyrights and rights in data.*

6. *All negotiated contracts awarded by grantees shall include a provision to the effect that the grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.*
7. *Grantees shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed.*
8. *Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).*
9. *Purchases of paper and paper products in excess of \$10,000 must meet recovered materials purchasing requirements which mandate the purchase of such items containing the highest percentage of recovered materials practicable. See Sections 2002(a) and 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976.*
10. *No contracts, including small purchases, shall be made with parties listed on the General Services Administration's list of Parties Excluded from Federal Procurement or non-Procurement Programs in accordance with Executive Order 12549.*

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

FEDERAL ASSISTANCE			2. DATE SUBMITTED		Applicant Identifier		
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
				4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION							
Legal Name:				Organizational Unit:			
Address (give city, county, State, and zip code):				Name and telephone number of person to be contacted on matters involving this application (give area code)			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div><div><div></div><div></div></div> — <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>				7. TYPE OF APPLICANT: (enter appropriate letter in box) <div><div><div></div></div></div>			
8. TYPE OF APPLICATION: <div><input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</div> <div>If Revision, enter appropriate letter(s) in box(es) <div><div></div><div></div></div></div> <div><div>A. Increase Award B. Decrease Award C. Increase Duration</div><div>D. Decrease Duration Other(specify):</div><div></div></div>				A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District			
				H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____			
				9. NAME OF FEDERAL AGENCY:			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><div><div></div><div></div></div> — <div><div></div><div></div><div></div></div></div> <div>TITLE: Labor Management Cooperation Program</div>				11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):							
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:					
Start Date	Ending Date	a. Applicant			b. Project		
15. ESTIMATED FUNDING:				16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal		\$		a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:			
b. Applicant		\$		DATE _____			
c. State		\$		b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372			
d. Local		\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
e. Other		\$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
f. Program Income		\$		<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
g. TOTAL		\$					
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.							
a. Type Name of Authorized Representative			b. Title		c. Telephone Number		
d. Signature of Authorized Representative					e. Date Signed		

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: |
|---|--|
| 1. Self-explanatory. | 12. List only the largest political entities affected (e.g., State, counties, cities). |
| 2. Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 13. Self-explanatory. |
| 3. State use only (if applicable). | 14. List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. Enter the appropriate letter in the space provided. | 18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided: | |
| -- "New" means a new assistance award. | |
| -- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. | |
| -- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | |
| 9. Name of Federal agency from which assistance is being requested with this application. | |
| 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | |
| 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | |

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	

APPENDIX 3

LMC BUDGET

- a. Personnel (includes cost of living increase after 12 months; estimated in accordance with established policy @ 4% for coming year)

Executive Director	12 months @	\$2,500/mo.	100%	30,000
	6 months @	2,600/mo.	100%	15,600
Secretary	12 months @	\$1,208/mo.	100%	14,496
	6 months @	1,256/mo.	100%	<u>7,536</u>
				\$67,632

- b. Fringe Benefits

Social Security @ 7.65%	5,174
Health Insurance @ 10%	6,763
Established applicant pension plan contribution @ 8%	<u>5,411</u>
	\$17,348

- c. Travel

1 3-day round trip, Washington, DC, for Executive Director and Committee Chairperson

Airfare @ \$500 RT x 1 trip x 2 travelers	1,000
Per diem @ 151 x 3 days x 1 trip x 2 travelers	906

1 3-day round trip to Washington, DC, for Executive Director to attend Labor-Management Conference

w/airfare @ \$500 and per diem @ \$151	\$953
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Daily Office Travel

100 miles/week x 73 x \$.31/mile	2,263
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Off-Site Committee Retreat

Per diem @ \$50 day x 2 days x 10 members	1,000
Mileage - 10 members (rides shared)	<u>330</u>
	\$6,452

D. Equipment

1 Executive desk	@ \$325	\$325	
1 Secretarial desk	@ 650	650	
1 Executive chair	@ 125	125	
1 Secretarial chair	@ 100	100	
6 Side chairs	@ 50	300	
1 Work table	@ 150	150	
1 File cabinet	@ 150	150	
1 Typewriter	@ 500	<u>500</u>	
			\$2,300

e. Supplies

Consumables (paper, pens, paper clips, etc.,) @ \$7/person/month 18 months	\$252	
Postage @ \$25/month for 18 months	\$450	\$702

f. Contractual

Consultant to assist with special training programs (\$800 day for 10 days) (as discussed in text)	\$8,000
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g. Other

Space rental 400 sq. feet @ \$4 per square foot for 1.5 years	\$2,400
Phones, 1 line	
Installation @ \$50	\$ 50
Local use @ \$20/month, 18 months	360
Long distance @ \$25/month, 18 months	<u>450</u>
	\$ 860
Reproduction/printing--machine rental, paper, etc., for 18 months	\$1,500
Janitorial @ \$17/week, 73 weeks	\$1,241
Equipment maintenance 18 months	<u>160</u>
	\$6,161

TOTAL \$108,595